Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

XXXXXXX DDS/OL/SD-57

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
OE Demand and Issue Activity Register			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1	Monthly	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X	YES	IF YES GIVE ADP PROCESSING NO.	
		NO	112	

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS, OL/SD[ ]DSCB, OL/SD/SMB/GMMS	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	3.89		1		3.89		12		46.68

B. COSTS OF COMPUTER PRODUCED REPORTS

					.15		12		1.80

TOTAL COSTS PER YEAR	48.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is used for management review and reporting of back ordered items. It is screened to insure that action has been taken to establish assets due-in.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
[ ] RETAIN AS IS [ ] OTHER (explain)		12 HOURS	
[ ] CHANGE		~~1 hour~~	48.48
X DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
25 Sept 1970	- AC/OL/SD/SMB/GMMS	

FORM 112

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